

# Guide to Registering in SecureAccess Washington

## Process

1. Open your Internet browser.
2. In the Address Bar enter “secureaccess.wa.gov” without the quotes and click on the “Go” button or press “Enter.”
3. When the “Welcome to SecureAccess Washington” page appears, look for “First Time Users.”
4. Click on “Register for SecureAccess Washington.”
5. The “SecureAccess Washington Registration” page appears. This is where you will be selecting your user ID and password. Remember, **both your user ID and password is case-sensitive**.
6. User IDs must contain 1 to 16 characters. You can use:
  - Upper and lower case letters.
  - Numbers.
  - Special characters.
7. Passwords must contain 8 or more characters. They must contain:
  - *At least* one special character.
  - *Plus* 2 of the following 3 character types:
    - Upper case letters.
    - Lower case letters.
    - Numbers.
  - Examples are:
    - Summer@4
    - !winter1
    - Sp@ghetti
8. Confirm password.
9. Enter your first **and** last name, **not** the name of your business.
10. Enter your e-mail address.
11. Confirm your e-mail address.
12. Select a “Secret Question.” It is easier if you pick a question for which the answer is not likely to change. Any question that asks for your favorite thing may change (for example a candy bar or a store), whereas your place of birth or your mother’s maiden name will not. If you forget your password you will be asked and expected to answer this question **exactly** as you entered it.
13. Enter the answer for your secret question.
14. Enter the code in the image you see at the bottom of the page **exactly** as it is presented.
15. Click “Register.”
16. You will receive a notice to check your e-mail box for instructions to activate your account.
17. Go to your e-mail box and open the e-mail from SecureAccess. You may want to print it for your records.
18. Click on the link within the e-mail to return to the SecureAccess Washington web site.
19. The SecureAccess Washington page you’ll land on will advise you that “Your registration was successful. Your account is now active. Please Login to access your new account.”
20. Click on the word “Login.”
21. This will take you back to the original login page you saw when you first registered. Under “Returning Users” you will need to click on the link that says “Login to SecureAccess” using the user ID and password you just created.
22. The next page you see advises you that “You are currently logged in as [your user ID appears].” Underneath, in large letters, is the word “Services.” As a First Time User you should have no services listed.
23. In the navigation on the left side of the page click on “Add Service.”

24. Under “Add Service” you will see a heading entitled “All Agencies.”
25. You will not have a “Service Code” so go to “or select an agency below to see a list of services.”
26. Under “Agency” find “Labor & Industries” then move your cursor all the way to the right and click on “view.”
27. Under the heading “Apply for access to a service” look for “Express Filing.”
28. Move your cursor all the way to the right and click on “apply.”
29. Enter in your contact information in the required fields, and click on register.
30. You will then receive an email confirming that your access to Express Filing has been approved for your user ID. Follow the link contained in the email to return to SecureAccess Washington to start using the Express Filing Service.
31. Express Filing will now be listed as a service that you are registered to use, and the status will be listed as active.

### **Enrolling and activating your account(s) in Express Filing**

1. When you are logged into SecureAccess Washington, click on Express Filing quarterly reports. This will bring you to the welcome page of Express Filing.
2. Under the heading “This is where you can:” Click on “Enroll Account” under “Account Authorization.”
3. Click one of the boxes to choose your method of payment. Then enter your account ID and click on “Submit.”
4. The next screen will display the account-specific information such as the account ID, UBI, Business Name and DBA. Click on the “OK” button to enroll your account after you ensure this information is correct.
5. The next screen will indicate at the top that the account number you entered was successfully enrolled. At the top of the page click on “Report Menu” to return to the main menu of Express Filing.
6. Again, under “Account Authorization”, click on “Activate Account.”
7. In order to activate your account, you will need your Participant Activation Code (PAC), located at the bottom your quarterly report form you received in the mail, or by calling L&I. Enter in your PAC number in the specified field then click on “Activate.”
8. The next screen will show your account number with confirmation that it was successfully activated.
9. You are now ready to file your quarterly report online using Express Filing.

### **Registration hints**

- If you forget your user ID and/or password do **not** register a second time. Please call **360-902-5999** for assistance.
- It will be easier for us to assist you if you register as yourself using your first and last name and your personal credentials, **not** your business or company’s name and credentials.